

**STOP PAYMENT REQUEST**

A stop payment should be requested by an agency for any employee payroll or off-cycle check issued through the LaGOV HCM system that has been lost, stolen or destroyed. OSUP can authorize the Bank to stop payment on a check no earlier than the 10<sup>th</sup> mailing day after the check was mailed (usually Wednesday of the following payday week for regular payroll checks). A request will not be accepted for any check that was endorsed "in blank" (e.g., signature only with no restriction such as FOR DEPOSIT ONLY or PAY ONLY TO) because the check is considered a bearer instrument and should not be replaced. An off cycle check may be issued to duplicate the payment (no stop payment in effect on original check) providing the employee signs the Affidavit of Lost Payroll Check, Certificate of Indemnity (OSUP/F6), and the agency is cognizant of the duplication and agrees in writing to assume all liability for the original check if it should be negotiated.

**Note:** OSUP will contact the agency if a Stop Payment cannot be authorized because bank records indicate that said check has been negotiated. If the employee, when contacted, suspects forgery, the agency should request a copy of the canceled check from OSUP to review the signature. If the agency agrees that the check has been forged, forward the Affidavit of Forged Endorsement, OSUP/F7, to the employee to complete and have notarized. Contact OSUP for additional instructions.

Each agency is responsible for preparing and submitting these requests to OSUP for processing. It is the agency's responsibility to assure that complete and accurate information is provided to OSUP. Incomplete requests will not be processed and will be returned to the agency for completion and/or correction.

The following procedures outline how to request a Stop Payment:

1. Receives notification that a check has been lost, stolen (contact OSUP immediately upon notification of stolen check from employee) or destroyed from employee/vendor. Obtains verification that the check was not endorsed "in blank" and all information necessary to complete the Stop Payment Request, OSUP/F4
2. Forwards Certificate of Lost Payroll Check, OSUP/F5, to employee. Include a date by which the completed certificate must be returned to the Agency's Employee Administration Unit.
3. Prepares a Stop Payment Request, OSUP/F4, by completing the following:
  - a. Personnel Area No.
  - b. Agency Name
  - c. Check No.
  - d. Net Amount
  - e. Check Date
  - f. Payee Name (print Last name, First name)
  - g. Reason for Stop Payment (circle one)

(4/2/12)

## STOP PAYMENT REQUEST

- h. Mark Attachment
  - i. Endorsed? (yes or no)
  - j. If Endorsed, How? (circle one)
  - k. Authorized Signature
  - l. Date of Request
  - m. Authorized Name (print)
  - n. Telephone No.
- 4. Completes/receives required certificates and makes a copy.
  - 5. Forwards original request, certificate and Replacement Employee Check/EFT form, OSUP/F2, to OSUP for processing by the daily deadline of 10:00 a.m.
  - 6. Files copies of Stop Pay Request and Certificate in Stop Pay Request Pending file.

If, shortly after a Stop Pay Request has been forwarded to OSUP, the check in question has been found, The OSUP Benefits and Financial Administration Unit (BFA Unit) should be contacted immediately to determine whether the requested Stop Payment is in effect. If the Stop Payment is not in effect, the BFA Unit can declare the original check as negotiable. If a Stop Payment was placed, the agency must inform the employee and have the check forwarded to their office immediately. Write or stamp the word "VOID" over the signature on the face of the employee regular or off-cycle payroll check. The check must then be forwarded to the OSUP BFA Unit **along with a note** indicating that a stop pay was placed on the check and the date the stop pay was requested. The OSUP BFA Unit can be contacted by email at: [\\_doa-osup-bfa@la.gov](mailto:_doa-osup-bfa@la.gov).

The following stop payment forms/certificates are available on OSUP's website (<http://www.doa.louisiana.gov/osup/index.htm>) under forms:

- a. [OSUP/F2, Replacement Employee Check/EFT](#)
- b. [OSUP/F4, Stop Payment Request](#)
- c. [OSUP/F5, Certificate of Lost Payroll Check](#)
- d. [OSUP/F6, Affidavit of Lost Payroll Check, Certificate of Indemnity](#)
- e. [OSUP/F7, Affidavit of Forged Endorsement](#)